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2 July 1954

Exec 5-7465

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

SUBJECT : Promotion Policy for Logistics Career Personnel

1. The policy of the Logistics Office, through the Logistics Career Service Board, is to recommend for promotion the best qualified, eligible and available personnel for existing vacancies, subject to certain qualification standards.

2. The following procedure is followed:

a. Recommendation from supervisory office is screened by Personnel Branch, Logistics Office, by a detailed comparison of the personnel record with the established qualification requirements of the position.

b. After screening referred to the Logistics Office Divisions of primary interest for recommendation.

c. In the event the Division of primary interest concurs and recommends approval of the promotion and it is determined that the individual concerned meets the minimum requirements of the appropriate Qualification Standard and that the promotion is to a grade within the lower or middle level of the total grade structure, the Personnel Branch will process the "Request" and submit it to the Office of Personnel without further formal action.

d. In the event that the promotion request is to be a grade within the upper grade level or the individual recommended does not possess the standard minimum qualification requirements of the position, or the request has not received the favorable recommendation of the Logistics Division of primary interest, the case is thoroughly documented with any additional and pertinent information and placed on the "Agenda" for LO Career Service Board consideration.

e. Prior to the meeting of the Board an abstract of subject's personnel file together with available descriptive and supporting material and copy of the pertinent qualification standards are prepared and distributed to the Board members for their individual review and consideration.

f. Board considers proposed action and recommends approval or disapproval to Chief of Logistics.

g. Personnel Branch, LO, forwards action as directed by Chief/LO.

3. In

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3. In following the procedure outlined above the Board accepts the recommending officials action as indicating that the individual's personal characteristics, motivation, and official desirability are in the best interests of the Agency. Where the individual is known by personnel on the Board or personnel within the Logistics Office, their evaluation is obtained. However, this personal evaluation does not supersede the desire of the recommending supervisor unless it is substantiated by several persons whose judgment is well known and there can be no question in the matter.

4. Qualification standards are mandatory unless specific deviation is justified in writing and approved by the Board. Adherence to certain qualifications is considered essential to Career Service. As men progress through the grades, it is imperative that their foundation be solid in the field to which they are assigned. A study of the job description is often most revealing. A job calls for a Supply Officer, but supply is a minor part of the position. Hence, on transfer or return to Headquarters the individual concerned does NOT have the knowledge and experience in supply that his grade requires, and subordinates are more competent to fill the proposed assignment. Thus, promoting men to higher Logistics positions when they do NOT possess required qualifications creates personnel and management problems to the detriment of the Logistics Office. However, it is appreciated that the Career Service is not fully developed and mandatory adherence to a set rule at this time would be equally detrimental. Therefore, where the subject person is slightly short of qualifications but he has been performing a job in an outstanding manner, the description of which indicates appropriate logistical responsibility, required qualifications may be waived by the Board for the particular case.

5. It is the intent of the Logistics Office to establish a Career Service so that persons with Logistics Career designators can be certain that published uniform standards are applied and that their interests are given consideration as well as the interests of the Agency. In addition, during this formative period, it is essential that the personnel involved in the logistics activities throughout the Agency be integrated into the Logistics Career Service, giving consistent consideration to all with partiality to none.

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JAMES A. GARRISON
Chief of Logistics

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